

In certain instances, for example an academic department has scheduled a make-up class due to a snow day, the department is responsible for notifying its respective students. Moderators will be notified by the department chair of any closures and seminar leaders will be notified by their moderators.

### School Closure Procedures

Various events such as power and water outages and severe weather can cause the Naval War College, and possibly Naval Station Newport, to close. The President determines when the War College will be closed; the CO, NAVSTA Newport determines when the base will be closed. In all cases, the College will not be in operation when the base is closed.

Base closure information will be broadcast on all three of the local television stations as well as the Newport Naval Cable TV channel. Additionally, this information will be announced on radio stations AM 790, AM 920, AM 1540, FM 92.3, FM93.3, FM 99.7, FM 100.3, FM 101.5, FM 103.7 and FM 105.1. Students are responsible for checking these stations/channels to determine if the base has been closed, and classes therefore cancelled. Should any doubt exist, students should call their seminar leader, and as the last resort, call the Naval War College Quarterdeck (841-3089/1310) for information. Do not call the Naval Station Duty Office for information under these circumstances.

If the President closes the College but the base remains open, recall procedures will be used to notify students of the school closure and rescheduling of missed events.

### Emergency Messages and Notices

The Dean of Students Office provides an **emergency** answering service for students during normal working hours (0800-1630) at 841-3373. These messages will be delivered directly to the student in seminar or lecture. Every effort will be made to locate the student immediately.

Routine, non-emergent calls should not be directed to the Naval War College. Please direct these messages to your email account, or to a private cellular telephone number.

Email is the primary means of communication at the College. It is imperative that you check your email account at least once each day since failure to do so may cause you to miss important, emergent information.

The student will receive a wide variety of flyers, notices, instructions, and memoranda in his/her mailbox in the basement of Conolly Hall. Additionally, issues of an emergent nature, or of high importance, are posted on the "Hot Issues" bulletin board across the hall from the Dean of Students Office.